

# Finance & Administration Committee Meeting

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Council Chambers  
PEMBROKE, Ontario  
November 1, 2016  
6:00 p.m.

## 1. Call to Order

### Present:

Deputy Mayor Gervais, Chair	Mayor LeMay
Councillor Lafreniere	Councillor McCann
Councillor Plummer	Councillor Reavie
Councillor Scott	

### Also Present:

Terry Lapierre, CAO/Clerk  
LeeAnn McIntyre, Treasurer/Deputy Clerk  
Chief Daniel Herback, Fire Chief, Pembroke Fire Department  
Doug Sitland, Manager Operations  
Heidi Martin, Recording Secretary

The Chair called the meeting to order at 6:00 p.m.

## 2. Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interest.

## 3. Approval/Amendment of Meeting Agenda

The Chair requested that agenda item 6 f. Tender T-16-13 Supply and Delivery of Computer Desktops and Laptops be added to the agenda.

MOTION: Moved by Councillor McCann  
Seconded by Councillor Plummer  
THAT the agenda of the Finance and Administration Committee meeting of November 1, 2016 be accepted as amended.

CARRIED

## 4. Approval of Minutes

MOTION: Moved by Councillor Reavie

Seconded by Councillor Lafreniere  
THAT the minutes of the Finance & Administration Committee  
meeting of October 4, 2016 be accepted as circulated.

CARRIED

**5. Business Arising from Minutes**

There was no business arising from the minutes.

**6. New Business**

**a. Pembroke Fire Department Monthly Report**

Chief Herback presented an overview of the Pembroke Fire Department's October 2016 Monthly Report.

**b. Annual Budget Reporting**

Ms. McIntyre reviewed the report.

MOTION: Moved by Councillor Scott  
Seconded by Councillor Reavie  
THAT the Finance & Administration Committee accept the  
Annual Budget report as presented

CARRIED

**c. Appointment of Municipal Audit Firm**

Ms. McIntyre presented the report.

MOTION: Moved by Councillor Lafreniere  
Seconded by Councillor Reavie  
THAT the Finance & Administration Committee recommends  
that Dean Sinclair Chartered Professional Accountants be  
reappointed for a term of five (5) years to conduct the annual  
financial audit as required by the province for the years 2016  
to 2020 inclusive

CARRIED

**d. No Dig Sewer Rehabilitation – Budget Adjustment**

Mr. Sitland presented his report and provided an explanation of the No Dig process. A discussion was held.

MOTION: Moved by Councillor Scott  
Seconded by Councillor Plummer

THAT the Finance and Administration Committee approves an additional allocation of \$170,000 from the Pollution Control Plant Reserve Fund for various No Dig Sewer Rehabilitation projects.

CARRIED

**e. Pembroke and Area Fiddling Association Inc.**

Mr. Lapierre presented his report. A discussion was held and Committee overwhelming wished to support the group however was concerned with making a decision that would impact future Councils.

MOTION: Moved by Councillor Lafreniere  
Seconded by Mayor LeMay  
THAT the Finance and Administration Committee approve that the Pembroke & Area Fiddling Association Inc. maintenance reserve fund be capped at \$20,000 instead of the current amount of \$30,000  
And  
THAT the Finance and Administration Committee approves that the annual invoice from the City for the use of the Pembroke Memorial Centre and Riverside Park Campground will not exceed \$10,000 for the years 2017 and 2018

CARRIED

**f. Tender T-16-13, Supply and Delivery of Computer Desktops and Laptops**

Ms. McIntyre reviewed her report. A question was asked in regards to the disposal of the outdated computer equipment to which staff replied that the Procurement Policy would be referred to and a report provided to Committee.

MOTION: Moved by Councillor Plummer  
Seconded by Councillor McCann  
THAT the Finance and Administration Committee award Tender No. T-16-13 for the Supply and Delivery of Computer Desktops and Laptops to Zycom Technology Inc. for an estimated contract value of \$71,684.22 plus H.S.T.

CARRIED

**7. Adjournment**

MOTION: Moved by Councillor Reavie  
Seconded by Councillor Scott  
THAT the November 1, 2016 meeting of the Finance and Administration Committee adjourn at 6:43 p.m.

CARRIED